

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

INVITATION TO BID
TO
FURNISH AND DELIVER
TALK A PHONE ADA-COMPLIANT HANDS-FREE EMERGENCY PHONES
AND SURFACE MOUNT BOXES
TO THE SOUTHEASTERN LOUISIANA UNIVERSITY HOUSING DEPARTMENT

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

DIRECTOR OF PURCHASING: Ed Gautier

PROCUREMENT SPECIALIST: Phyllis Hoover, CPPB
Telephone: (985) 549-5415

REQUESTED BY: Tammy Rousse
Telephone: (985) 549- 5301

RELEASE DATE: April 30, 2010

BID OPENING DATE: May 26, 2010

BID OPENING TIME: 2:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
North Oak Street Maintenance Complex
Hammond, Louisiana

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp> It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veterans Affairs or the Louisiana Department of Veterans Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous 3 tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurship to participate in contracting and procurement with the State. Key features of the program are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurship

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for your participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed at https://smallbiz.louisianaforward.com/index_2.asp. For additional information regarding certification, please contact the LED at (225) 342-3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffaris.la.gov

The State of Louisiana is committed to the success of this program and encourages your participation.

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE SIGNATURE FORM

BIDDER'S NAME: _____

TELEPHONE NO: _____ FAX NUMBER: _____

MAILING ADDRESS: _____
ADDRESS CITY STATE ZIP CODE

SCOPE: Furnish and deliver Talk A Phone ETP-400 ADA-compliant hands-free Emergency Phones and Surface Mount Boxes to the Southeastern Louisiana University Housing Department per specifications and requirements.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of each item offered - F.O.B. University, Hammond, LA.

The bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions to Bidders and General Conditions shall be a part hereof.

TO THE VENDOR:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict, unless otherwise specified, the submission of equivalent products.

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TERMS: Net 30 Prox., F.O.B. University Receiving Station, Hammond, Louisiana.

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

THIS BID RESPONSE SUBMITTED BY: _____

AUTHORIZED OFFICER: _____
Signature (Print or Type Name)

TITLE: _____ DATE: _____

SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM

ITEM	DESCRIPTION OF ITEM(S)	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1.	Talk A Phone ETP-400 Outdoor-rated, ADA compliant Hands-free Emergency Phone or equal per specifications and requirements. Brand New – Not Refurbished Full Manufacturer Warranty. See attached specifications.	34 each	_____	_____
	Offering: _____			
	Option: V-Chip for above phone to provide the ability to automatically identify attendant of locations of calling phone by recorded message and digital display. Note: This option may or may not be elected at the time of purchase.	34 each	_____	_____
	Offering: _____			
2.	Talk A Phone – ETP-SM Surface Mount Box or equal per specifications and requirements. To be compatible with Talk A Phone ETP-400 above. Color: Safety Yellow with reflective Dark Green “Emergency” lettering on the side. See attached specifications.	34 each	_____	_____

Offering: _____

COMMENTS:

NAME OF BIDDER: _____ OFFICER INITIALS: _____

SOUTHEASTERN LOUISIANA UNIVERSITY
SPECIFICATIONS

Item 1

Talk A Phone ETP-400

Talk A Phone Must integrate and function 100% with Talk A Phone [Model ETP-TAL](#) which is a Windows-based package that automatically polls each unit up to once per minute, getting a verification report back from each phone.

New, not refurbished Talk A Phone ETP-400 – Single Button Emergency Phone or Equal with Manufacturer's Warranty included

- Description: An outdoor-rated, ADA-compliant hands-free Emergency Phone for use on college campus.
- Features:
 - Cast metal raised letter and Braille signage for ADA compliance
 - Vandal resistant stainless steel faceplate and metal button
 - Uses regular phone lines or PBX
 - Phone line powered: no power supply or battery back-up needed
 - Auxiliary input and outputs to integrate with CCTV, Blue-Light Strobe, Scream Alert, and other devices
 - Circuit boards are conformally coated for water protection
 - LED indicator for hearing impaired
 - Built-in audio-dialer can dial two numbers: if first number doesn't answer or is busy, dials second number
 - Auto-answer allows security to monitor and initiate calls with Emergency Phones
 - Options available that offer the ability to automatically identify attendant of locations of calling phone by recorded message and digital display
- Specifications:
 - Construction: 12 gauge (2.8mm) #4 brushed stainless steel face place
 - Dimensions: Front Panel: 9.5 (241) W x 11.75 (298) H in (mm)

Wall Opening: 6.63 (168) W x 9.75 (248) H x 2.5 (64) D in (mm)
 - Weight: 8 lbs. (3.6 kg)

SOUTHEASTERN LOUISIANA UNIVERSITY SPECIFICATIONS

- Operating Temperature: -4° F to +149°F (-20°C to +65°C)
- Mounting: Flush mounts (surface mount option available)
- Communication: 2-way hands-free communication
- Digital Capacity: Up to 18 digits, including pauses, for each of the two phone numbers
- Dialing Speed: Approximately 10 tones per second
- Power Source: Phone line powered (requires 20mA at 24 v off-hook)
- Connection: Parallel tip and ring connected to RJ11 connector for quick installation
- Circuit Protection: Varistor lightening suppressed and full wave polarity guarded
- Programming: Non-volatile EEPROM programming can be done from any telephone. No battery back-up is needed
- “On Time”: Programmable for 1-4270 minutes in 1 minute increments.
- Wiring Requirements: 1 twisted-shielded pair
- Compliance: CSA Certified to UL Standard 60950

Item 2

Talk A Phone – ETP-SM – Surface Mount Box

- Description: Stainless steel mount for 400-Series flush mounting Emergency Phone

- Features:
 - Durable housing suitable for mounting on outdoor wall or pole
 - Constructed of vandal-resistant stainless steel
 - Designed to resist extreme weather conditions
 - Reflective **green** lettering
 - **Color: “Safety Yellow” with Dark Green “Emergency” lettering**

- Specifications:
 - Construction: Stainless Steel (16 AWG)

- Dimensions: 10.50 (267) W x 12.75 (324) H x 3.75 (95) D in (mm)
 - Weight: 8 lbs. (3.6 kg)
 - Conduit Entry: 7/8" conduit hole on bottom and rear (also available on top)
 - Compliance: CSA Certified to UL Standard 60950
- Must integrate with ETP-400 Talk A Phone Unit

STATE OF LOUISIANA
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HAMMOND, LOUISIANA

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 2:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 2:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address: Southeastern LA University	Delivery: Southeastern LA University
Purchasing Department	Purchasing Department
SLU 10800	Property Control & Supply Bldg
Hammond, LA 70402	2400 North Oak St.
	Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) **Bid Forms:** All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) **Special Envelope:** To assure consideration, all bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky material, the special bid envelope should be firmly affixed to the mailing envelope.
- 3) **Standard of Quality:** Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 4) **Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 5) **Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.

- 6) **Louisiana Preference:** Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 7) **Signature Authority:** In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) **Prices:** Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) **Payment Terms:** Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) **Delivery:** Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) **Taxes:** Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) **New Products:** Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) **Default of Contractor:** Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) **Contract Cancellation:** The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) **Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) **Equal Opportunity:** By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

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